

Tempo L, Room 2402

4 April 1947

MEMORANDUM TO: United States Civil Service Commission
Washington, D. C.

Attention: Mr. John F. Dirks,
Chief, Washington Section,
Personnel Classification Division.

SUBJECT: Reclassification of Dorothy M. Kane.

1. As coordinator of the editorial, graphic, and production activities of this Board, I want to emphasize the key character of the position occupied by Miss Dorothy M. Kane, a position which, in my opinion, should be classified at least CAF-6. The rather detailed and modest description by Miss Kane herself perhaps failed to convey the responsible character of the position.

2. Miss Kane has broad responsibility for detecting and correcting the editorial and factual inconsistencies within and between the various volumes of our publications. For this sort of work, an alert mind and retentive memory are required because of the wide range of material covered in the various volumes, and the fact that several months may elapse between the checking of volumes which must be coordinated with one another. In addition, incumbent must understand all phases of editing, proofing, copy mark up, and dealings with printers.

3. A thorough knowledge of the rather highly specialized publication policies of this publishing board is necessary for the successful performance of the coordination involved in the position. Incumbent has the years of experience necessary to equip her with this knowledge.

4. When, as has often been the case, the pressure of work makes it impossible for incumbent to perform on schedule her numerous duties, some of the proofreading is assigned, under her supervision, to the editorial assistants (P-2).

/s/

Peveril Meigs
Editor in chief
Joint Intelligence Study
Publishing Board

JCS Declassification/Release Instructions on File